

The West Fargo Police Department is accepting applications for a full time Police Clerk. Applications will be accepted until Monday, November 24, 2008. Starting wage is \$2,151 per month plus benefits.

Minimum requirements include: Eligible to work in the United States and at least 18 years old; must be able to type at least 50 words per minute, possess good grammar, spelling and communication skills; Workable knowledge of Word 2002 XP and AS/400. Ability to maintain confidentiality; work in a demanding and busy environment and successfully pass a background investigation.

Duties will include, but not limited to: A variety of general clerical work, answer administrative phone calls, provide clerical support for members of the Police Department, and assist the public. Shifts can vary and will include evenings, weekends and holidays.

Qualified applicants are required to complete an employment application and successfully complete a typing and spelling test at Job Service of North Dakota, 1350 32nd Street SW, Fargo, ND 58103, no later than Monday, November 24, 2008.

It is the continuing policy of the City of West Fargo to afford equal employment opportunity to qualified individuals regardless of their sex, race, creed, disability or national origin.